



CLERK OF COURT

Jill M. Sessions

PHONE (318) 965-2336
FAX (318) 965-2713
CLERK@BOSSIERCLERK.COM

P.O. BOX 430
BENTON, LOUISIANA 71006

EXPUNGEMENT PROCEDURES – 2026

(Misdemeanor or Felony Convictions)

Act 145 - Effective August 1, 2014

FILING COSTS

The following filing fees for expungements are non-refundable AND must be furnished at the time the Motion for Expungement is filed with separate money orders:

- **\$200.00** money order payable to the Bossier Parish Clerk of Court
- **\$250.00** money order payable to the Louisiana Bureau of Criminal Identification and Information
- **\$50.00** money order payable to the District Attorney, 26th Judicial District
- **\$50.00** money order payable to the Bossier Parish Sheriff

GENERAL INFORMATION

By law, the Bossier Parish Clerk of Court shall not provide any legal advice on how to prepare legal documents. You will either need to speak to an attorney or research the Louisiana law books to determine what information should be included in the motion.

Once a Motion for Expungement is filed with the Bossier Parish Clerk of Court, it will be forwarded to a Judge for review, and a hearing date may be set. You and/or your attorney must be present in court on that day. The Clerk of Court will mail a notice of the court date, so please include a valid mailing address on the original motion.

If the Judge grants the Motion for Expungement, you must present him/her with the Order for Expungement of Arrest/Conviction Record to sign in open court.

If the Motion for Expungement is granted, you must obtain certified copies of any filings needed. Certified copies are \$1.00 per page plus an additional \$5.00 for certification of each copy. Please be sure to obtain an adequate number of copies, as you may be unable to obtain copies once the files have been removed from the public record.

The State of Louisiana, the Bossier Parish District Attorney and the Bossier Parish Sheriff will be served with a copy of the Judgment, but you will be responsible for serving any other agency with information about your charge on file.

A Motion for Expungement must be filed for EACH arrest.

Please allow 6 months for the completion of your expungement

FORMS

Forms provided by the Louisiana Supreme Court are available on our website at www.bossierclerk.com (DEPARTMENTS > FORMS). These forms may be filled out online and printed, or they may be printed and filled out by hand. Please have your forms prepared in advance to save time and make your visit shorter. We have provided form packets online for each type of expungement, for your convenience.



CLERK OF COURT

Jill M. Sessions

PHONE (318) 965-2336
FAX (318) 965-2713
CLERK@BOSSIERCLERK.COM

P.O. BOX 430
BENTON, LOUISIANA 71006

EXPUNGEMENT (MISDEMEANOR OR FELONY) CHECKLIST PLEASE KEEP THESE FORMS IN ORDER

Items to Attach to Motion for Expungement (Included in Expungement Packet):

- ☐ \$200.00 Money order payable to Bossier Parish Clerk of Court
- ☐ \$250.00 Money Order payable to Louisiana Bureau of Criminal Identification/Information
- ☐ Copy of Motion for Expungement for Louisiana Bureau of Criminal Identification/Information
- ☐ \$50.00 Money Order payable to Bossier Parish Sheriff
- ☐ Copy of Motion for Expungement for Bossier Parish Sheriff
- ☐ \$50.00 Money Order payable to Bossier Parish District Attorney
- ☐ Copy of Motion for Expungement for Bossier Parish District Attorney
- ☐ Affidavit of Response (Included in Expungement Packet)
- ☐ Order/Orders (Included in Expungement Packet)
- ☐ Rule to Show Cause (Included in Expungement Packet)
- ☐ Supplemental Arrest/Conviction Forms, if appropriate (Included in Expungement Supplemental Forms Packet)
- ☐ Criminal Background Check from Bossier Parish Sheriff's Office dated within the past sixty (60) days. (Fee may be required)
- ☐ Bill of Information from the Bossier Parish Clerk of Court
- ☐ Case Minutes from the Bossier Parish Clerk of Court

Items that may be required from the Bossier Parish Clerk of Court:

- ☐ Copy of Order waiving the Sex Offender Registration and Notification Requirements (if appropriate)

Items that may be required from the Bossier Parish District Attorney's Office:

- ☐ Certification Letter for Fee Waiver, if eligible (Included in Expungement Packet)
- ☐ Certification Letter verifying that applicant has no convictions or pending applicable criminal charges in the requisite time periods (Available from the District Attorney's Office)
- ☐ Certification Letter verifying that the charges were refused (Available from the District Attorney's Office)
- ☐ Certification Letter verifying that the applicant did not participate in a Pretrial Diversion Program (Available from the District Attorney's Office)